

Functional Requirements List

From Nov. 8, 2005 User Group Meeting

3. TVS System Features

Rows that are highlighted in Red are for DELETED status items. The row that is highlighted in yellow is the starting point for the upcoming User Group Meeting review.

ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.01	Setup an Agency				
REQ 3.01.001	Setup an Agency	The system must allow an agency to be entered into the system.	Current	Essential	OKCOM
REQ 3.02	Inactivate an Agency				
REQ 3.02.001	Inactivate an Agency	The system must allow an agency to be inactivated from the system.	Current	Essential	OKCOM
REQ 3.03	Setup a User				
REQ 3.03.001	Setup a User	The system must allow a user to be entered into the system by an agency or system administrator	Current	Essential	OKCOM
REQ 3.04	User Profile Information				
REQ 3.04.001	User Profile Information	The system must allow a requestor to enter and / or change their profile information. Profile Information includes: <ul style="list-style-type: none">• Full Name• Work Phone• E-mail Address• Official Residence• Official Station• Work Schedule• Password	Current	Essential	Additional Profile Information to be determined OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none">• Who the requestor will Route To for approval• Who can prepare a request for the requestor			
REQ 3.04.002	User Profile Information	<p>The system must allow an agency administrator to enter and / or change the following user profile information:</p> <ul style="list-style-type: none">• Active / Inactive Status• User ID• Full Name• Work Phone• E-mail Address• Official Residence• Official Station• Work Schedule• Vendor Number & Suffix• Password• Who the requestor will Route To for approval• Who can prepare a request for the requestor• Who can prepare and submit a request for the requestor• Agency permission levels of access	Current	Essential	OKCOM
REQ 3.04.003	User Profile Information	The system must allow the system administrator to enter and / or change the	Feature	Essential	Currently a programmer can only

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ID	Function	Requirement	**Status	*Priority	Comments
		following user profile information: <ul style="list-style-type: none">• Active / Inactive Status• Agency• User ID• Full Name• Work Phone• E-mail Address• Official Residence• Official Station• Work Schedule• Vendor Number & Suffix• Password• Who the user will Route To for approval• Who can prepare a request for the requestor• Who can prepare and submit a request for the user• <u>All permission levels of access</u>			assign Agency designation and initial setup of system administrator. All other profile information can be entered. OKCOM
REQ 3.04.004	User Profile Information	The system must allow an agency / system administrator to change a user's 'User ID' without the user losing access to their current or previously completed approval, payment and profile information.	Feature	Essential	Example: Name change due to marriage. OKCOM!

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.05	Inactivate User Account				
REQ 3.05.001	Inactivate User Account	The system must allow a user's account to be inactivated and reactivated by an agency or system administrator	Current	Essential	OKCOM
REQ 3.06	Transfer Profile Information				
REQ 3.06.001	Transfer Profile Information	The system must allow a system administrator to transfer a user's profile information from one state agency to another.	Feature	Issue High or Med	Dependent on Architecture -may not have user designate agency OKCOM
REQ 3.07	Pre-Approval Request				
REQ 3.07.001	Pre-Approval Request	The system must allow a preparer or requestor to enter pre-approval information. AND Approvers, fiscal or agency / system administrators involved in the workflow to change pre-approval information.	Feature	ESS	OKCOM
REQ 3.07.002	Pre-Approval Request	The system must validate meal, lodging & mileage rates, at time of proposed travel date and location.	Feature	ESS	Many of the itinerary edits are date & time dependent OKCOM
REQ 3.07.003	Pre-Approval Request	The system must allow the preparer or requester to inactivate their request at any time. The system will respond by no longer displaying the inactivated request.	Feature	High	This is not a request for payment. Only an approval to incur reimbursable costs.

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ID	Function	Requirement	**Status	*Priority	Comments
					ISS
REQ 3.07.004	Pre-Approval Request	The system must notify the preparer / requestor when a request exceeds the standard reimbursement rate available in the system database.	Feature	ESS	BR-10.009 Lodging BR-10.011 Meals OKCOM
REQ 3.07.005	Pre-Approval Request	The system must provide a method for a preparer / requestor to enter comments and explanations with their request.	Feature	High ESS	OKCOM
REQ 3.07.006	Pre-Approval Request	The system must provide a method for a user to view comments and explanations pertinent to a request.	Feature	High ESS	Users involved in workflow OKCOM
REQ 3.07.007	Pre-Approval Request	The system must allow a preparer to complete a pre-approval request on behalf of a requestor.	Feature	ESS	Dependent on analysis of Internal Controls OKCOM
REQ 3.07.008	Pre-Approval Request	The system must notify the preparer / requestor when a receipt is required for reimbursement.	Current	MED	BR-10.009 & BR- 10.010 OKCOM
REQ 3.07.009	Pre-Approval Request	The system must require a preparer / requestor to obtain approval when lodging amounts are expected to exceed the standard reimbursement rate.	Feature	Essential	BR-10.015 OKCOM
REQ 3.07.010	Pre-Approval Request	The system must provide, as a guide to a preparer / requestor, the distance between selected travel points within Washington State.	Feature	MED	BR-10.024 ISS
REQ 3.07.011	Pre-Approval Request	The system must allow the preparer or requestor to enter vicinity or local miles expected to be incurred.	Current	Med	BR-10.025 ISS

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.07.012	Pre-Approval Request	The system must allow a preparer /requestor to edit system provided point-to-point mileage.	Current	Essential	BR-10.026 ISS
REQ 3.07.013	Pre-Approval Request	The system must allow a preparer / requestor to enter miscellaneous travel expenses.	Current	Essential	BR-10.029 OKMOD
REQ 3.07.014	Pre-Approval Request	The system must notify a preparer / requestor when miscellaneous travel expenses require a receipt for reimbursement	Feature	LOW	BR-10.030 OKMOD
REQ 3.07.015	Pre-Approval Request	The system must allow a preparer /requestor to enter the estimated dates of travel	Current	Essential	BR-10.039 OKCOM
REQ 3.07.016	Pre-Approval Request	The system must allow a preparer or requestor to enter the mode of transportation and estimated transportation costs for the proposed trip.	Feature	Essential	BR-10.023 & BR-10.028 OKCOM
REQ 3.07.017	Pre-Approval Request	The system must allow a preparer or requestor to enter the purpose of the proposed trip.	Feature	Essential	BR-10.034 OKCOM
REQ 3.07.018	Pre-Approval Request	The system must allow a preparer or requestor to enter the itinerary and content of the proposed trip.	Feature	Essential	BR-10.034 (?) OKCOM
REQ 3.07.019	Pre-Approval Request	The system must allow an inactive voucher to be reactivated and available for use..	Feature	Essential	OKCOM
REQ 3.08	Reimbursement Request				
REQ 3.08.001	Reimbursement Request	The system must allow a preparer or requestor to enter and / or change	Current	Essential	Lodging BR-10.009 Lodging Tax BR-

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ID	Function	Requirement	**Status	*Priority	Comments
		<p>reimbursement information.</p> <p>For Travel Payments, the system must allow the preparer or requestor to input the following information:</p> <ul style="list-style-type: none">• Full Name• Work Telephone Number• Work Schedule• Official Station• Official Residence• Date and Time of arrival and departure• Origin and Destination• Purpose of Trip• Month & Year for Reimbursement• User comments• Breakfast, Lunch & Dinner Amounts• Lodging Amount• Lodging Tax Amount• Point to Point Mileage• Vicinity Mileage• Mileage Reimbursement Rate• Other Reimbursable Costs<ul style="list-style-type: none">○ Paid To○ Paid For			10.012 & BR-10.010 ISS OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none">○ Amount• Adjustment to Reduce Total Reimbursable Amount			
REQ 3.08.002	Reimbursement Request	The system must validate, at the time of preparer / requestor input, reimbursement rates and amounts entered by the preparer / requestor.	Feature	ESS	Many of the Business Rules are date & time dependent Example – 3 Hour Rule Input edits would be limited to the extent of agency, state and federal rates and amounts that have been entered into the system database. OKCOM
REQ 3.08.003	Reimbursement Request	The system must display in the reimbursement request, the data fields previously completed during the pre-approval and / or pre-payment process (ie. Travel advance).	Feature	ESS	Focus is on reducing preparer / requestor input of the same information used in the pre-approval process OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.08.004	Reimbursement Request	The system must allow the preparer / requestor to inactivate their request if it has not been processed for payment. After the preparer / requestor inactivation, the system will no longer display the inactivated request.	Current	Essential	Request could not be cancelled once payment has been issued. OKCOM
REQ 3.08.005	Reimbursement Request	The system must notify preparers / requestors when a request exceeds the standard reimbursement rate allowable and make the rate available for edit within the voucher.	Feature	ESS	BR-10.009 Lodging BR-10.011 Meals OKCOM
REQ 3.08.006	Reimbursement Request	The system must provide a method for users to enter comments to the request.	Current	Essential	OKCOM
REQ 3.08.007	Reimbursement Request	The system must provide a method for a user to view comments and explanations.	Current	Essential	OKCOM
REQ 3.08.008	Reimbursement Request	The system must allow a preparer to complete a reimbursement request on behalf of a requestor.	Current	Essential	OKCOM
REQ 3.08.009	Reimbursement Request	The system must restrict the fiscal user, on a daily basis, from assigning duplicate batch numbers.	Current	Essential	OKCOM
REQ 3.08.010	Reimbursement Request	The system must provide to the user, the current in-state rates for the period of travel.	Current	High	Currently done for TVS on lodging, Per Diem, auto mileage rate BR-10.011 BR-10.023

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ID	Function	Requirement	**Status	*Priority	Comments
					ISS OKCOM
REQ 3.08.011	Reimbursement Request	The system must allow the preparer / requestor to enter the total per diem allowance for a given location that is unknown to the system and the system shall calculate the breakfast, lunch and dinner amounts based on state-wide business rules.	Feature	None High	BR-10.019 Example – Out of State Per Diem. Total is input by preparer / requestor and system calculates B,L,D. OKCOM
REQ 3.08.012	Reimbursement Request	The system must allow disabled employees to exceed normal reimbursable travel costs when additional costs are necessary for the completion of their travel.	Feature	None	BR-10.003 American Disabilities Act DEL
REQ 3.08.013	Reimbursement Request	The system must notify the preparer / requestor that a receipt is required for lodging reimbursement.	Current	Essential	BR-10.009 & BR-10.010 OKCOM
REQ 3.08.014	Reimbursement Request	The system must allow a requestor to be reimbursed for taxes paid for lodging.	Current	Essential	BR – 10.012 OKCOM
REQ 3.08.015	Reimbursement Request	The system must apply the business rules that allow a requestor to exceed the standard lodging amounts.	Current	Essential	BR – 10.013 & BR-10.014 OKCOM
REQ 3.08.016	Reimbursement Request	The system must verify that prior approval for lodging amounts that exceed the standard reimbursement rate was obtained	Feature	Essential	BR-10.015 OKCOM
REQ 3.08.017	Reimbursement Request	The system must enforce the business rules that apply for a requester's meal reimbursement rate on their last day of travel.	Current	Essential	BR-10-021 OKCOM
REQ	Reimbursement	The system must identify requestor's meal	Feature	High	For the current system,

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ID	Function	Requirement	**Status	*Priority	Comments
3.08.018	Request	payments that are subject to federal taxation.			taxable meals are identified by the preparers / requestors, not the system. BR-10.022 OKCOM
REQ 3.08.019	Reimbursement Request	The system must provide, as a guide to the preparer / requestor, the distance (mileage) between selected travel points or round trip within Washington State.	Current	Essential	BR-10.024 Point to Point mileage OKCOM
REQ 3.08.020	Reimbursement Request	The system must allow the preparer / requestor to enter vicinity or local miles traveled and eligible for reimbursement.	Current	Essential	BR-10.025 OKCOM
REQ 3.08.021	Reimbursement Request	The system must allow a preparer / requestor to edit system provided point-to-point mileage.	Current	Essential	BR-10.026 OKCOM
REQ 3.08.022	Reimbursement Request	The system must allow a preparer / requestor to enter miscellaneous travel expenses.	Current	Essential	BR-10.029 OKCOM
REQ 3.08.023	Reimbursement Request	The system must notify preparer or requestor when miscellaneous travel expenses require a receipt for reimbursement based on business rule	Current	Essential	BR-10.030 OKMOD
REQ 3.08.024	Reimbursement Request	The system must allow a preparer or requestor to enter the exact time of the itinerary arrivals and departures.	Current	Essential	BR-10.039 OKCOM
REQ 3.08.025	Reimbursement Request	The system must allow approvers involved in the workflow to change reimbursement information.	Current	Essential	Lodging BR-10.009 Lodging Tax BR- 10.012 & BR-10.010

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ID	Function	Requirement	**Status	*Priority	Comments
		<p>For Travel payments, the system must allow the approvers to change the following information:</p> <ul style="list-style-type: none"> • Breakfast, Lunch & Dinner Amounts • Lodging Amount • Lodging Tax Amount • Point to Point Mileage • Vicinity Mileage • Mileage Reimbursement Rate • Other Reimbursable Costs <ul style="list-style-type: none"> ○ Paid To ○ Paid For ○ Amount 			ISS OKCOM
REQ 3.08.026	Reimbursement Request	<p>The system must allow the fiscal user involved in the workflow to change reimbursement Information.</p> <p>For Travel payments, the system must allow the fiscal user to change the following information:</p>	Current	Essential	Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none"> • Breakfast, Lunch & Dinner Amounts • Lodging Amount • Lodging Tax Amount • Point to Point Mileage • Vicinity Mileage • Mileage Reimbursement Rate • Other Reimbursable Costs <ul style="list-style-type: none"> ○ Paid To ○ Paid For ○ Amount 			
REQ 3.08.027	Reimbursement Request	The system must provide to the user, the current out-of-state rates for the period of travel.	Feature	High	BR-10.011 BR-10.023 OKCOM
3.08.028	Reimbursement Request	The system must allow the preparer/requestor to indicate that a meal was provided and is not reimbursable.	Feature	ESS	BR-10.019 OKCOM Dietary Exceptions ?
REQ 3.08.029	Reimbursement Request	The system must allow an inactive voucher to be reactivated and available for use.	Feature	Essential	OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.09	Pre-Payment Request				
REQ 3.09.001	Pre-Payment Request	The system must allow a preparer / requestor to enter, view, and / or change pre-payment information.	Feature	ESS	BR-10.006 BR-10.007 Br-10.008 OKCOM
REQ 3.09.002	Pre-Payment Request	The system must validate, at the time of preparer / requestor input, the in-state pre-payment request rates and amounts entered by the preparer / requestor.	Feature	ESS	Many of the Business Rules are date & time dependent Edits would be limited to what agency, state and federal rates have been loaded into the system database. OKCOM
REQ 3.09.003	Pre-Payment Request	The system must allow the preparer / requestor to inactivate their request if it has not been processed for payment. After the preparer / requestor inactivation the system will no longer display the inactive request.	Feature	ESS	ISS
REQ 3.09.004	Pre-Payment Request	The system must notify the preparer / requestor when a in-state request exceeds the standard reimbursement rate available in the system database.	Feature	ESS	BR-10.009 Lodging BR-10.011 Meals OKCOM Charges would be accepted.
REQ 3.09.005	Pre-Payment Request	The system must provide a method for a preparer / requestor to enter and view	Feature	High	DEL

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ID	Function	Requirement	**Status	*Priority	Comments
		comments and explanations with their request.			
REQ 3.09.006	Pre-Payment Request	The system must provide a method for a user to view comments and explanations to a request.	Feature	High	DEL
REQ 3.09.007	Pre-Payment Request	The system must allow a preparer to complete a pre-payment request on behalf of a requestor.	Feature	ESS	OKCOM
REQ 3.09.008	Pre-Payment Request	The system must notify the preparer / requestor when a receipt is required for reimbursement.	Feature	MED	BR-10.009 & BR-10.010 ISS add additional business rules
REQ 3.09.009	Pre-Payment Request	The system must apply the business rules that allow a preparer / requestor to exceed the standard lodging amounts.	Feature	Essential	BR – 10.013 & BR-10.014 ISS
REQ 3.09.010	Pre-Payment Request	The system must require a requestor to obtain prior approval for lodging amounts that exceed the standard reimbursement rate.	Feature	Essential	BR-10.015 ISS
REQ 3.09.011	Pre-Payment Request	The system must allow an approver to enter, view, and / or change pre-payment information.	Feature	ESS	BR-10.006 BR-10.007 Br-10.008 OKCOM
REQ 3.09.012	Pre-Payment Request	The system must allow fiscal to enter, view, and / or change pre-payment information.	Feature	ESS	BR-10.006 BR-10.007 Br-10.008

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ID	Function	Requirement	**Status	*Priority	Comments
					OKCOM
REQ 3.09.013	Pre-Payment Request	The system must validate, at the time of preparer / requestor input, the out-of-state pre-payment request rates and amounts entered by the preparer / requestor.	Feature	High	Many of the Business Rules are date & time dependent Edits would be limited to what agency, state and federal rates have been loaded into the system database. OKCOM
REQ 3.09.014	Pre-Payment Request	The system must allow the agency administrator to designate a default percentage of estimated expense for prepayment.	Feature	High	OKCOM
REQ 3.09.015	Pre-Payment Request	The system must allow the approver/fiscal to designate a percentage of estimated expense for prepayment.	Feature	High	OKCOM
REQ 3.09.016	Pre-Payment Request	The system must allow an inactive voucher to be reactivated and available for use.	Feature	Essential	OKCOM
REQ 3.10	Account Coding				
REQ 3.10.001	Account Coding	The system must allow a user to enter all account coding fields that are used in state's General Ledger & Payment System (AFRS) during the pre-approval, pre-payment, and reimbursement process.	Current	Essential	OKCOM DEL
REQ	Account Coding	The system must allow a user to enter and /	Current	Essential	Input / Change of

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3.10.002		or change account-coding information upon and / or after input of pre-approval, pre-payment and reimbursement information.			account coding information would occur before request is submitted for payment OKCOM
REQ 3.10.003	Account Coding	The system must allow a user to enter account-coding information.	Feature	ESS	TEMS must be able to adapt to other GL and Payment systems OKMOD
REQ 3.10.004	Account Coding	The system must allow any user to enter account code information.	Current	Essential	DEL
REQ 3.10.005	Account Coding	The system must allow an agency or system administrator to restrict any specific user or class from entering account code information.	Feature	Essential	OKCOM
REQ 3.10.006	Account Coding	The system must provide an agency or system administrator the ability to specify in what order or sequence the account coding fields will be displayed for input.	Feature	High	Currently only an administrative function OKCOM
REQ 3.10.007	Account Coding	The system must provide the same keystroke functionality to the user when entering account-coding information that is currently provided in AFRS.	Current	Essential	Example – In AFRS, Vendor # is Zero filled, right justified. User only needs to enter first few characters. ISS DEL
REQ 3.10.008	Account Coding	The system must provide in state, out of state, mileage, misc, and taxable subtotals	Current	Essential	OKCOM Helps fiscal staff code

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ID	Function	Requirement	**Status	*Priority	Comments
		and a grand total for the amount of the pre-approval, pre-payment and reimbursement request.			sub objects as well as balance to code.
REQ 3.10.009	Account Coding	The system must provide the fiscal users the ability to make account-coding adjustments that increase or decrease the reimbursement amount.	Feature	ESS	Currently can only decrease amount ISS
REQ 3.10.010	Account Coding	The system must provide the preparer, requestor /approver the ability to make account-coding adjustments that decrease the reimbursement amount.	Current	Essential	ISS
REQ 3.10.011	Account Coding	The system must group like kind reimbursements by Batch type, Biennium and Fiscal Month, and provide a group subtotal by number and dollar amount.	Current	Essential	Batch Release Screen DEL
REQ 3.10.012	Account Coding	The system must provide a reimbursement hash total to the fiscal user upon submission for payment.	Current	Essential	DEL
REQ 3.10.013	Account Coding	The system must require the fiscal user to enter an agency batch number when submitting a payment request.	Current	Essential	DEL
REQ 3.10.014	Account Coding	The system must restrict the fiscal user, on a daily basis, from assigning a duplicate batch number for the same batch type on the same day.	Current	Essential	DEL
REQ 3.10.015	Account Coding	The system must provide a running comparison of the dollar amount that has been coded by the fiscal user to the total	Current	Essential	Example-Balance to Code / Fiscal Suite DEL

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ID	Function	Requirement	**Status	*Priority	Comments
		dollar amount requested for payment.			
REQ 3.10.016	Account Coding	<p>The system must provide the following account coding information for each payment request:</p> <ul style="list-style-type: none"> • Agency • Document Suffix • Document Date • Invoice No. 	Current	Essential	<p>NOTE 1: The Vendor address is currently required upon setup within the AFRS agency vendor payment system. This is required for payment to occur. If the preference is not have the address input via AFRS or other payment generating system, then the ERS system will need to provide it.</p> <p>NOTE 3: If the Invoice No. field is not completed by the fiscal user, then the system inputs 'Travel'. A fiscal user must be able to override the system generated 'Travel' input designation.</p> <p>DEL</p>
REQ 3.10.017	Account Coding	The system must require the fiscal user to complete the following account code fields	Current	Essential	DEL

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ID	Function	Requirement	**Status	*Priority	Comments
		<p>before the request can be released for payment:</p> <ul style="list-style-type: none"> • Document Number • Vendor Number and Suffix • Batch Type • Biennium Year • Fiscal Month • Batch No. • Amount 			
REQ 3.10.018	Account Coding	<p>The system must verify, before payment, whether the following account coding fields have been completed:</p> <ul style="list-style-type: none"> • Trans Code • Object • Sub-Object • Appropriation Index / Fund • Program Index 	Feature	High	<p>Edit checks whether field is completed, not if the entry is correct or not.</p> <p>For trans code 210, if this information is not provided, a coding error will be generated in the current AFRS payment system.</p> <p>DEL</p>
REQ 3.10.019	Account Coding	The system must have the ability to adjust the expense reimbursement and account coding.	Current	Essential	OKCOM
REQ 3.10.020	Account Coding	The system must allow for configurable account coding blocks.	Feature	Essential	OKCOM

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ID	Function	Requirement	**Status	*Priority	Comments
REQ 3.11	Payment Approval				
REQ 3.11.001	Payment Approval	The system must provide the necessary data and payment information to all fiscal users and approvers so the review / approval and account-coding process can be completed.	Current	Essential	BR-10.002 Approval for Reimbursement Required for Travel OKCOM Refer to data model for specific information
REQ 3.11.002	Payment Approval	The system must allow multiple fiscal users the ability to access, review any pending payment request, but must restrict approval and changes of a request to only one fiscal user at a time.	Current	Essential	Fiscal Group OKCOM NOTE: Only one fiscal user at a time is allowed to make changes to the request. ISS In conjunction with 3.11.004 only one user can change at a time, other users will have read only access
REQ 3.11.003	Payment Approval	The system must provide the user with the most recent version of a current payment request.	Current	Essential	OKCOM
REQ 3.11.004	Payment Approval	The system must restrict approval and changes of a request to only one fiscal user at a time.	Current	Essential	ISS DEL
REQ	Payment Approval	The system must not allow the preparer /	Current	Essential	OKCOM

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3.11.005		requestor requesting payment to approve the payment.			
REQ 3.11.006	Payment Approval	The system must indicate to users the payment request status.	Current	ESS	'Processed for Payment' status ISS Split the current requirement into two different requirements OKCOM
REQ 3.11.007	Payment Approval	The system must validate if the account-coding amount agrees with the payment request amount before the request is released for payment. If the amounts do not agree, the system must notify the fiscal user of the difference and allow the fiscal user to either correct or inactivate the operation.	Current	Essential	OKCOM
REQ 3.11.008	Payment Approval	The system must inquire the preparer / requestor, when an initial travel lodging reimbursement request has been made, if lodging receipts or required documents have been obtained. Once a preparer / requestor has acknowledged that receipts or required documents have been obtained, the system no longer needs to inquire.	Current	Essential	BR-10.010 OKMOD Different agency use different process for handling receipts or required documents Drill in later.
REQ 3.11.009	Payment Approval	The system, after inquiring if the approver has obtained lodging receipts, must allow the approver to indicate they have not obtained the lodging receipts and not allow	Current	Essential	ISS

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		the approver to continue processing the payment request.			
REQ 3.11.010	Payment Approval	The system must identify reimbursement requests that require receipt documentation per the selected business rules, but the approver's have indicated that 'receipts' have not been obtained.	Current	Essential	Flag – no receipts obtained OKCOM
REQ 3.11.011	Payment Approval	The system must identify to the approver / reviewer any payment request that was completed by someone other than the person who will receive payment.	Current	Essential	OKCOM
REQ 3.11.012	Payment Approval	The system must identify to the approver / reviewer any payment request that differs from the standard reimbursement rate.	Current	Essential	Need to determine what reimbursement business rules will be adopted and incorporated into the system, such as: <ul style="list-style-type: none"> • Agency policy • OFM policy • Federal policy Note: Difference in opinion for priority (high vs. essential) OKCOM
REQ 3.11.013	Payment Approval	The system must identify to the approver / reviewer any payment request that cannot be validated against a reimbursement rate.	Feature	High	Example – Current system does not have out-of-state rates.

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					OKCOM
REQ 3.11.014	Payment Approval	The system must identify to the approval and fiscal users, payment requests that are ready for review, approval and account coding.	Current	Essential	OKCOM
REQ 3.11.015	Payment Approval	The system must allow the fiscal user to determine when new payment requests will be displayed on their screen.	Current	High	Refresh Button OKCOM
REQ 3.11.016	Payment Approval	The system must notify the requestor/preparer of the payment request when an approver has changed the payment amount.	Current	Essential	OKCOM
REQ 3.11.017	Payment Approval	The system must apply the business rules for out-of-state travel and travel advance payments by requiring employees to have received pre-approval from their agency head or designee before disbursement is made.	Feature	ESS	BR-10.006 Prior Authorization OKMOD – differing views on use of pre-approval
REQ 3.11.018	Payment Approval	The system must apply the business rules for out-of-country travel by requiring employees who work for an agency that report to the governor to have received pre-approval from the governor before disbursement is made.	Feature	ESS	BR-10.007 Prior Authorization OKMOD
REQ 3.11.019	Payment Approval	The system must apply the business rules for out-of-country travel by requiring employees who work for an agency that report to a governing body to have received	Feature	ESS	BR-10.008 Prior Authorization OKMOD

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		pre-approval from the governing body before disbursement is made.			
REQ 3.11.020	Payment Approval	<p>The system must allow the fiscal group to change the following:</p> <ul style="list-style-type: none"> • Allowance for Breakfast, Lunch and Dinner • If the allowance is taxable or not • Mileage Rate • All Account Coding Fields • Lodging and tax rate 	Current	Essential	<p>Fiscal Group OKCOM</p> <p>Comment: Some agencies would like to change Misc/Other expenses.</p>
REQ 3.11.021	Payment Approval	The system must indicate to users if the payment request has been successfully transferred to AFRS or another agency general ledger and payment system.	Feature	Med	<p>This would be dependent on the system.</p> <p>OKMOD</p>
REQ 3.11.022	Payment Approval	The system must create an indicator for differences from the standard reimbursement rates. This feature must be configurable by agency.	Feature	High	OKCOM
REQ 3.12	Manage Workflow				
REQ 3.12.001	Manage Workflow	The system must allow the approval and payment workflow process to occur within an agency.	Current	Essential	OKCOM
REQ 3.12.002	Manage Workflow	The system must allow for different workflows / routing processes for each agency.	Current	Essential	<p>Example: Agencies have centralized or decentralized fiscal groups that review, approve and code travel</p>

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
					vouchers. OKCOM
REQ 3.12.003	Manage Workflow	The system must allow for workflow to occur between agencies.	Feature	High	Pre-approval BR-10.007 Comment: Pay other agency employees; Accommodate employees moving between agencies; Board members as employees of other agencies OKCOM
REQ 3.12.004	Manage Workflow	The system must allow the preparer / requestor to determine which authorized approver they would like to route the payment request to.	Current	Essential	OKCOM
REQ 3.12.005	Manage Workflow	The system must allow approvers to route the payment request back to the requestor receiving the payment or a prior approver with an e-mail notification to the preparer / requestor	Feature	Essential	Comment: Select who to send request back to ISS Technical issue to get requestors name in e-mail OKCOM
REQ 3.12.006	Manage Workflow	The system must be able to restrict a preparer's / requestor's initial submittal for	Current	Essential	OKCOM

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		pre-approval, pre-payment or reimbursement to an authorized approver.			
REQ 3.12.007	Manage Workflow	The system must allow an approver to route a payment request to another approver.	Current	Essential	OKCOM
REQ 3.12.008	Manage Workflow	The system must allow fiscal users to update and reroute transactions up until the point that the transactions are released to the accounting system for payment.	Feature	ESS	Example: Routing between review screen & batch screen OKCOM
REQ 3.12.009	Manage Workflow	The system must allow an agency or system administrator to route a request to any active user.	Current	Essential	OKCOM
REQ 3.12.010	Manage Workflow	The system must allow an agency or system administrator to route a pending payment or approval request to any active user.	Current	Essential	OKCOM Comment: meant to resolve misrouted vouchers
REQ 3.12.011	Manage Workflow	The system must allow a system administrator to route a payment from 'Paid' status to 'Unpaid' status.	Current	Essential	Dependent on architecture & interface for payments OKCOM Example: Allowing agencies to resubmit travel vouchers because of AFRS unable to process.
REQ 3.12.012	Manage Workflow	The system must display to the user the 'status' of the request before and after the	Current	Essential	Example: unsubmitted, submitted, approved,

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		routing process.			etc. (And items needing action are in bold) OKCOM
REQ 3.12.013	Manage Workflow	The system must log and display to all users, any edits or changes made to a pre-approval, pre-payment or reimbursement request not performed by the original author after the initial submission.	Feature	Essential	My Travel screen-History Button Some changes are now shown under the comments section. OKCOM
REQ 3.12.014	Manage Workflow	The system must allow the agency administrator to delegate authority to another approver when the current approver is not available. Notification should be sent to the delegated authority and original approver.	Feature	Essential	This will allow the delegated authority to act on requests in the original approver's queue. Are there audit issues with this practice? OKCOM
REQ 3.12.015	Manage Workflow	The system must provide notification to the delegated approver that there are vouchers for review in the original approver's queue.	Feature	Essential	OKCOM
REQ 3.12.016	Manage Workflow	The system must notify the original approver when the delegated approver completes any action.	Feature	Essential	OKCOM
REQ 3.12.017	Manage Workflow	The system must allow multiple approvers the ability to access and review any pending	Feature	Essential	OKCOM

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		payment requests, but must restrict approval and changes of a request to only one approver at a time.			
REQ 3.13	Report / Query Information				
REQ 3.13.001	Report / Query Information	The system must provide a method for the user to print selective input information used to process pre-approval, pre-payment or reimbursement requests.	Current	Essential	Example – For travel, this would include printing a travel voucher and all the associated itinerary and accounting information. Further discussions will determine makeup and nature of reports. OKCOM
REQ 3.13.002	Report / Query Information	The system must allow the user to print help information.	Current	Essential	OKCOM
REQ 3.13.003	Report / Query Information	The system must provide a method for the user to print the workflow of a request that is in the process of being paid. The printed information must include: <ul style="list-style-type: none"> To whom the request has been routed to The action date The status of the request 	Feature	Essential	History Button – ‘My Travel’ screen Currently to Print – need to copy and paste into application that can print such as Microsoft ‘Word’.

Functional Requirements List

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none"> Any comments made by a preparer / requestor / approver in the workflow. Changes 			OKCOM
REQ 3.13.004	Report / Query Information	<p>The system must provide a method for the user to print the following policy exceptions, as they relate to a payment request:</p> <ul style="list-style-type: none"> The requester does not have receipts and receipts are required The request for payment was prepared by someone other than the person receiving payment Someone other than the person receiving payment inactivated the request. The request for payment differs from the standard federal or state reimbursement amount. No default reimbursement amount is available from the system. 	Feature	High	<p>Flags</p> <p>Flags are currently displayed on the printed travel voucher, if the option is chosen.</p> <p>OKCOM</p>
REQ 3.13.005	Report / Query Information	The system must provide a method for a preparer/requestor to print a list of the requestor's requests that have been submitted for approval.	Feature	ESS	All Users OKCOM
REQ 3.13.006	Report / Query Information	The system must provide a method for an approver / reviewer to print requests that have been submitted to them for approval.	Feature	Medium	Manager / Fiscal Review (Individual Voucher)

Functional Requirements List

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
					OKCOM
REQ 3.13.007 ????	Report / Query Information	The system must provide a method for a preparer/requestor to print a list of the requestor's requests that have been paid.	Feature	Essential	Administrators and Fiscal can do currently, Added Feature for Approvers, Preparers and Requestors. OKCOM Comment: priority differs by role; need to decide what to print
REQ 3.13.008 ????	Report / Query Information	The system must provide a method for a preparer/requestor to print a list of the requestor's requests that have been denied.	Feature	ESS	All Users OKCOM Comment: same issue as 3.13.007
REQ 3.13.009	Report / Query Information	<ul style="list-style-type: none"> The system must have a search and query capability of every field based on user roles. 	Current	Essential	TVS Quick Query Builder Is Description still necessary? Now generally used as a date field (Month & Year) NOTE: Currently with TVS a list of vouchers are provided after initiating the query and then each voucher needs to be opened up

Functional Requirements List

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
					to provide itinerary and accounting information. The data model will define the data fields available for query and reporting. OKCOM
REQ 3.13.010	Report / Query Information	<p>The system must allow the user to query account-coding information and display the results.</p> <p>For travel payments, the system must allow the user to search by:</p> <ul style="list-style-type: none"> • Batch Type • Batch Number • Batch Date <p>The system must display to the user the following search results:</p> <ul style="list-style-type: none"> • All account coding used for payment • Name of person receiving reimbursement • Amount of each reimbursement • Total amount for all reimbursements in the batch 	Current	Essential	<p>Batch Report</p> <p>ISS</p> <p>Comment: query on any input fields</p> <p>DEL</p>

Functional Requirements List

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none"> Taxable meals 			
REQ 3.13.011	Report / Query Information	The system must allow a system administrator to query and provide a list of all active and inactive users on the system.	Current	Essential	OKCOM
REQ 3.13.012	Report / Query Information	<p>The system must allow a system or agency administrator to initiate a query using the following information:</p> <ul style="list-style-type: none"> By category of permission or access level <ul style="list-style-type: none"> Requestor Approver Reviewer Administrator By Individual <ul style="list-style-type: none"> First Name Last Name User Id By active / inactive status of an individual By active / inactive status of a category or all categories <p>After query initiation, the system must provide the following user profile information:</p> <ul style="list-style-type: none"> Agency Sub-agency Active / Inactive 	Current	Essential	ISS DEL

Functional Requirements List

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none"> • User ID • Last Name • Middle Initial • Work Phone • Internet E-Mail • Official Residence • Official Station • Work Schedule • Vendor Number & Suffix • Password • Routing – Who the initial request would be routed to • Who can prepare a request • Who can prepare and route a request • A users individual and group access or account levels 			
REQ 3.13.013	Report / Query Information	The system must provide a method for an approver to print a list of requests that have been submitted for approval	Feature	Medium	List of the approver's requests or of anyone's? DEL same as 3.13.006
REQ 3.13.014	Report / Query Information	The system must provide a method for an approver to print a list of requests that have been paid.	Feature	Essential	List of the approver's requests or of anyone's? OKCOM
REQ 3.13.015	Report / Query Information	The system must provide a method for an approver to print a list of requests that have	Feature	ESS	List of the approver's requests or of

Functional Requirements List

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		been denied.			anyone's? OKCOM
REQ 3.13.016	Report / Query Information	The system must provide a method for fiscal to print requests that have been submitted to them for approval.	Feature	Medium	OKCOM
REQ 3.13.017	Report / Query Information	The system must provide a method for fiscal to print a list of requests that have been paid.	Feature	MED	OKCOM
REQ 3.13.018	Report / Query Information	The system must provide a method for fiscal to print a list of requests that have been denied.	Feature	MED	OKCOM
REQ 3.13.019	Report / Query Information	The system must have the ability to create reports and configure and save templates at the agency level.	Feature	Essential	OKCOM
REQ 3.13.020	Report / Query Information	The system must be capable of creating electronic reports.	Feature	Essential	OKCOM
REQ 3.14	System Help				
REQ 3.14.001	System Help	The system must allow any user to request online, interactive help from any screen in the system.	Feature	Essential	Current Travel System has help hyperlinks on most screens OKCOM Comment: via "Help" button
REQ 3.14.002	System Help	The system must display information pertinent to the screen the user was on when	Current	Essential	OKCOM

Functional Requirements List

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		help was requested.			
REQ 3.14.003 ????	System Help	The system must have an online help feature with content configurable by agency.	Feature	Essential	Agency administrator would be given access to help screens via the OFM system administrator. OKCOM
REQ 3.14.004	System Help	The system must respond to a user's request for help by displaying information in a window different from the window the user is working in.	Current	Essential	OKCOM
REQ 3.14.005	System Help	The system must provide an online comprehensive tutorial on how to use the system.	Current	Essential	OKCOM
REQ 3.14.006	System Help	The system must provide an online overview of the system features and a summary of the various screens and their functions	Current	Essential	OKCOM
REQ 3.14.007	System Help	The system must allow the system administrator to view a user's screen using an administrative access level.	Feature	High	Troubleshooting Delete this? Implies remote viewing of user's activity. DEL
REQ 3.15	Broadcast Message				
REQ	Broadcast Message	The system must allow a system	Feature	ESS	System administrator

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
3.15.001		administrator to initiate and change a message to appear on each user's welcome screen and to stop the display when it is no longer needed.			would grant permission to agency administrators to change help screen for their agency. Scrolling message now used on 'My Travel' screen. OKCOM
REQ 3.15.002	Broadcast Message	The system must allow an agency administrator to initiate and change a message to appear on each user's welcome screen and to stop the display when it is no longer needed.	Feature	Essential	OKCOM
REQ 3.16	Policy Exceptions – System Notification				
REQ 3.16.001	Policy Exceptions – System Notification	<p>The system must notify the user when any of the following policy exceptions occur in completing a payment request:</p> <ul style="list-style-type: none"> • The requester does not have receipts and receipts are required • The request for payment was prepared by someone other than the person receiving payment • Someone other than the person receiving payment inactivated the request. 	Current	Essential	Lodging BR-10.010 Meals BR-10.011 ISS

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		<ul style="list-style-type: none"> The request for payment exceeds the standard federal or state reimbursement amount. The system does not have a default reimbursement rate to verify the user's input. 			
REQ 3.17	Maintenance of User Information				
REQ 3.17.001	Maintenance of User Information	<p>The system must allow an agency or system administrator to assign and remove access / permission levels for users. Permission levels include:</p> <ul style="list-style-type: none"> The ability to complete a request The ability to review and approve a request The ability to change request information The ability to enter account coding The ability to release a request for payment The ability to reroute requests to other users The ability to view and change a user's profile information The ability to complete a request on another person's behalf 	Current	Essential	<p>Suggested change: The administrators should be able to assign and remove users from roles. It is the role that is given various permissions. The permissions would not be assignable user by user.</p> <p>ISS – agree with suggested change</p>
REQ 3.17.002	Maintenance of User Information	The system must allow an agency or system administrator to input and change user	Current	Essential	Current default functionality of TVS.

Functional Requirements List

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
		profile information. For travel payments, user profile information includes: <ul style="list-style-type: none"> • Status of Account – Active or Inactive • Agency Number • User ID • First Name, Last Name, Middle Initial • Work Phone • Internet E-mail address • Official Residence • Official Station • Work Schedule • Vendor Number & Suffix • Password • Routing – Who the initial request would be routed to • Who can prepare a request • Who can prepare and route a request • A user's individual and group access or account levels 			Refer to data model that profiles the data elements. OKCOM
REQ 3.17.003	Maintenance of User Information	The system must allow an agency or system administrator to delegate who can prepare a request for approval or payment on behalf of someone else (another user).	Current	Essential	OKCOM
REQ	Maintenance of User	The system must prevent	Current	Essential	If no transaction

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
3.17.004	Information	recorded?transaction activity for pre-approval, pre-payment or reimbursement from being deleted from the system.			activity, then Ok for administrator to <u>delete</u> . <u>Allow admin to delete users with no activity?</u> <u>Requirement as written may go somewhere else.</u> <u>ISS</u>
REQ 3.17.005	Maintenance of User Information	The system must allow an agency or system administrator to create a group of users that can prepare pre-approval or reimbursement requests on someone else's behalf	Current	Essential	OKCOM
REQ 3.17.006	Maintenance of User Information	The system must allow an agency or system administrator to remove a user from a preparer or fiscal group.	Current	Essential	OKCOM
REQ 3.17.007	Maintenance of User Information	The system must allow an agency or system administrator to create a group of fiscal users that can review and code payment requests.	Current	Essential	OKCOM
REQ 3.17.008	Maintenance of User Information	The system must allow an agency or system administrator to inactivate a fiscal or preparer group.	Current	Essential	OKCOM
REQ 3.17.009	Maintenance of User Information	The system must allow an agency or system administrator to reactivate an inactive group or inactive user account	Current	Essential	Ability to use system OKCOM
REQ 3.18	Travel Reservations				
REQ	Travel Reservations	The system must allow for a preparer /	Feature	Medium	OKMOD

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3. TVS System Features

ID	Function	Requirement	**Status	*Priority	Comments
3.18.001		requestor to make travel reservations for: <ul style="list-style-type: none"> • Airlines • Hotels • Cars 			Where will we be when we go out for implementation?
REQ 3.18.002	Travel Reservations	The system must be able to restrict the purchase of airline tickets to the state charge card system.	Feature	ESS	BR 10.004 OKCOM Where will we be when we go out for implementation?

Glossary

Term	Description
AFRS	Agency Financial Reporting System (Washington States General Ledger and Payment System)
ERS	Employee Reimbursement System
OFM	Office of Financial Management
SAAM	State Administrative & Accounting Manual
Agency Manual	Individual State Agency Policy Manuals
Pre-Payment Request	A request for an advance payment of estimated business expenses that could be incurred.
Pre-Approval Request	A request to incur a business expense.
Payment Request	Includes all type of requests that would result in a payment to the user
Reimbursement Request	A request for payment of actual business expenses incurred.
Request	Any request for pre-approval, prepayment, reimbursement, etc.
Requestor	A user that will receive payment
Preparer	A user that prepares a request on behalf of someone else
Agency Administrator	A user that has been granted administrative permission levels for the agency

Functional Requirements List

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3. TVS System Features

System Administrator	A user that has been granted all system administrative permission levels for the Employee Reimbursement System
Approver / Reviewer	A user authorized to review, approve and code a pre-approval, pre-payment or reimbursement request
Fiscal User	A user authorized to review, approve, code and submit a pre-payment or reimbursement request for final processing
User	An individual with an active or inactive account that has been setup on the system

****STATUS:** Current = Functional in the current TVS system.

Feature= Not currently available within the current TVS system.

***PRIORITY:** The types are:

Essential, High, Medium, Low